



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
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June 18, 2007

Instruction Memorandum No. WY-2007-026  
Expires: 09/30/2008

To: All Employees  
From: State Director  
Subject: Mandatory EEO Training for Fiscal Year (FY) 2007  
**DD: 9/30/2007**

**Program Area:** Equal Employment Opportunity

**Purpose:** This Instruction Memorandum (IM) outlines the mandatory EEO training requirements for all Wyoming Bureau of Land Management (BLM) employees.

**Policy/Action:** All Wyoming managers/supervisors are required to complete four (4) hours of EEO training in FY 2007. All other staff including full-time, part-time, temporary, term, career seasonals, seasonals, contractors, student trainees, long term-volunteers, and fire crews are required to complete two (2) hours of EEO training.

Within the required four (4) hours and two (2) hours of the EEO training mandate, all Wyoming employees must complete:

- **2007 Discrimination and Whistleblowing in the Workplace (NO FEAR-Notification & Federal Employee Anti-discrimination & Retaliation Act)**
- **Wyoming Prevention of Sexual Harassment (POSH)**

Each course takes less than an hour to complete and have been assigned to all employees through My Courses in DOI Learn <https://doilearn.doi.gov>. For those employees without BLM network access, DOI Learn is located outside the BLM firewall and may be reached from any public computer (i.e., home, local library, fire camp crew internet station) anywhere. DOI Learn requires a user profile to access the system. To obtain a DOI Learn user profile, contact Catherine Book, Bureau DOI Learn Administrator, at 602-906-5550.

In the rare cases an employee is unable to find a public computer to access DOI Learn, CD-ROM copies of the above courses will be made available. For those seeking usage of the CD-ROM, please contact the Wyoming State EEO Manager at 307-775-6010.

To ensure compliance in meeting this requirement, managers and supervisors must ensure that:

- Employees without access to email receive a hard copy of this memorandum,
- Employees complete this training by September 30, 2007 and have the completion documented on their DOI LEARN transcript.

For managers and supervisors who are required to fulfill additional mandatory EEO training requirements, participation in any of the following training venues may be counted for FY 2007.

- "Do What's Right" training, which was developed by the National Interagency Fire Center (NIFC) – (one (1) hour)
- Attendance at Special Observances (maximum one (1) hour of credit),
- Natural Resources Alternative Dispute Resolution (ADR) course for Expanded Management Team held December 6, 2006. Attendee transcripts have already been updated in DOI Learn.
- Additional classroom training offered by our servicing EEO office.

**NOTE:** Fire crews and staff (anyone funded through Fire or Fuels) are required to complete both the NIFC "Do What's Right" training (a Bureauwide requirement) **and** the POSH training (a Wyoming BLM requirement).

The additional two (2) hours of training requirements for supervisors and managers must be documented through Terri Trevino, Wyoming Training Officer/DOI Learn Administrator (307-775-6020) or Missy Cook, Wyoming DOI Learn Co-Administrator (307-328-4222).

**Timeframe:** This policy is in effect immediately.

**Budget Impact:** None.

**Background:** The BLM is committed to having a workplace that is free of discrimination and retaliation. Employees must be provided with a suitable environment where they can be productive and successful in promoting the Bureau's mission. Training to support a productive workforce is critical to achieving this goal. Over the years, the EEO Office has used a variety of training methods to ensure that employees and managers are receiving training through BLM-wide broadcasts, on-line training and local classroom training.

Employees should contact Michael Lucero, EEO Manager at 307-775-6010, if you need further information.

**Signed by:**  
**Robert A. Bennett**  
State Director

**Authenticated by:**  
**J. Camargo, Secretary**  
State Director's Office